

Inspection Output (IOR)

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Report Filters

Assets Avista Joint HQ DA / Avista DA

Results All

Inspection Information

Inspection Name	8571 Avista Joint HQ DA	Operator(s)	AVISTA CORP (31232)	Plan Submitted	10/06/2023
Status	PLANNED	Lead	Anthony Dorrough	Plan Approval	10/09/2023 by Dennis Ritter
Start Year	2023	Supervisor	Dennis Ritter	All Activity Start	09/26/2023
System Type	DA	Director	Scott Rukke	All Activity End	09/27/2023
Protocol Set ID	DA.2023.01			Inspection Submitted	--
				Inspection Approval	--

Inspection Summary

Inspection Scope and Summary

This joint Anti-Drug and Alcohol Mis-use Prevention (DA) inspection was conducted with cooperation between the Oregon Public Utility Commission, Idaho Public Utilities Commission and the Washington Utilities and Transportation Commission (WUTC) with Avista Corporation (Avista) representatives available via Microsoft TEAMS online for an exit interview on Sep 26. The inspection included a review of Avista's DA Plan and associated records conducted Aug 29 thru Sep 21, made available to auditors via email. The last WUTC Avista DA inspection was in 2019.

Facilities visited and Total AFOD = 2

Inspection was conducted remotely via email review of records and other documentation.

Summary of Significant Findings

There were no significant findings

Primary Operator contacts and/or participants

- Randy Bareither - Pipeline Safety Engineer
- Resa Berger - Drug & Alcohol Program Administrator
- Sarah Letsch - Manager Recruiting & HR Compliance

Operator executive contact and mailing address for any official correspondence

Josh DiLuciano - Vice President of Energy Delivery

1411 East Mission Avenue

Spokane, WA 99220

Scope (Assets)

#	Short Name	Long Name	Asset Type	Asset IDs	Excluded Topics	Planned	Required	Total Inspected	Required % Complete
1.	Avista DA	Avista Joint HQ DA	unit	--	--	40	40	40	100.0%

1. Percent completion excludes unanswered questions planned as "always observe".

Plans

#	Plan Assets	Focus Directives	Involved Groups/Subgroups	Qst Type(s)	Extent	Notes
1.	Avista DA	--	DA	P, R, O, S	Detail	--

Plan Implementations

Activity #	Activity Name	SMAR T Act#	Start Date	End Date	Focus Directives	Involved Groups/Subgroups	Assets	Qst Type(s)	Planned	Required	Total Inspected	Required % Complete
1.	Avista Joint DA	--	09/26/2023	09/27/2023	--	all planned questions	all assets	all types	40	40	40	100.0%

1. Since questions may be implemented in multiple activities, but answered only once, questions may be represented more than once in this table.
2. Percent completion excludes unanswered questions planned as "always observe".
3. Question counts and completion percents are filtered to include only questions planned for and results applied to the filtered Assets.

Forms

No.	Entity	Form Name	Status	Date Completed	Activity Name	Asset
1.	Attendance List	Avista Joint DA	COMPLETED	10/17/2023	Avista Joint DA	Avista DA

Results (all values, 40 results)

DA.GENERAL: General Program Requirements

1. Question Result, ID, References **Sat, DA.GENERAL.DER.R, 40.3 (40.15(d), 40.355(k))**

Question Text *Has the operator appointed a company employee as the Designated Employer Representative (DER)?*

Assets Covered **Avista DA**

Result Notes **Located in Appendix B - Resa Berger/DER Contact/ (509) 495-4342**

 - Service agent is not used to meet requirement for DER functions.
2. Question Result, ID, References **Sat, DA.GENERAL.SERVICEAGENTOVERSIGHT.P, 40.11(b) (40.11(c), 40.15(c), 40.341(a), 40.355(a), 40.355(m), 40.355(n))**

Question Text *Does the process ensure the operator remains responsible for the actions of all its service agents, including a Consortium/Third Party Administrator (C/TPA)?*

Assets Covered **Avista DA**

Result Notes **Located on P.12 - III. Policy and Responsibilities**
3. Question Result, ID, References **Sat, DA.GENERAL.COVEREDEMPLOYEES.P, 199.3 (199.1, 40.347(b)(2))**

Question Text *Does the process result in the proper and complete identification of covered employees and the exclusion of non-covered employees?*

Assets Covered **Avista DA**

Result Notes **Located on:**

P.15 - 6. "Non-DOT" Testing Program,

- IV. - DOT Program Requirements

P.40 - Appendix C - Covered Positions

4. Question Result, ID, References **Sat, DA.GENERAL.PREVIOUSEMPLOYERRECORDS.P, 40.25(a) (40.25(b), 40.25(c), 40.25(d), 40.25(e), 40.25(f), 40.25(g), 40.27, 40.321(b), 40.351(d))**
Question Text *Does the process include previous employer DOT D&A record checks for employees seeking to perform covered functions for the first time (i.e., a new hire or an employee transferring into a safety-sensitive position)?*
Assets Covered **Avista DA**
Result Notes **Located on P.16 - 3. History-check Requirement**
5. Question Result, ID, References **Sat, DA.GENERAL.NONDOTTESTS.P, 40.13(a) (40.13(b))**
Question Text *Does the process separate and prioritize DOT drug and alcohol testing over all non-DOT drug and alcohol testing?*
Assets Covered **Avista DA**
Result Notes **Located on P.15 - 6. "Non-DOT" Testing Program, IV. DOT Program Requirements**
6. Question Result, ID, References **Sat, DA.GENERAL.CONTRACTOROVERSIGHT.P, 199.115 (199.115(a), 199.115(b), 199.245(a), 199.245(b), 199.245(c))**
Question Text *If a contractor performs covered functions on the pipeline and is allowed to have its own D&A Programs, does the process ensure the contractor fully complies with Parts 199 and 40?*
Assets Covered **Avista DA**
Result Notes **Located on: P.35-37 - 2. Employee Assistance, 3. Supervisor Training. 4. Contractor Monitoring, 5. Recordkeeping, 6. Management Information System**
7. Question Result, ID, References **Sat, DA.GENERAL.MISREPORTS.P, 199.119(a) (199.3, 199.119(f), 199.229(a), 199.229(d), 40.26)**
Question Text *Does the process ensure D&A MIS reports are submitted annually to PHMSA as required?*
Assets Covered **Avista DA**
Result Notes **Verified that all DAMIS reports were submitted for the years covered by this audit 2020-2022, no issues were found.**

DA.DRUG: Anti-Drug Program

8. Question Result, ID, References **Sat, DA.DRUG.PLAN.P, 199.101(a) (199.101(a)(1), 199.101(a)(2), 199.101(a)(3), 199.101(a)(4))**
Question Text *Is a written Anti-Drug Plan in-place and maintained that conforms to the requirements of Part 199 and Part 40?*
Assets Covered **Avista DA**
Result Notes **Located on P.4 - 1. Introduction**
9. Question Result, ID, References **Sat, DA.DRUG.SERVICEAGENTQUAL.R, 199.5 (199.107(a), 199.109(b), 40.33, 40.81(a), 40.121, 40.281)**
Question Text *Do records indicate that Anti-Drug program positions and/or service agents meet the applicable qualification requirements of Part 40 and Part 199?*
Assets Covered **Avista DA**
Result Notes **Reviewed following MRO, UDS, SAP certifications:**
 - Janelle A. Jaworski, M.D. valid thru 8/17/2027
 - David R. Nahin, M.D. valid thru 8/1/2023
 - Ashley Roper, Certified Collector
 - Devin Shuck, Collection Technician
 - Leslie Peterson, Collection Technician
 - DeOndre Bryant, Addictions Counselor
 - Jennifer A. Collins, PhD
10. Question Result, ID, References **Sat, DA.DRUG.PROHIBITEDDRUGS.P, 199.3 (40.3)**

Question Text *Does the process require that DOT drug tests are only conducted for the "prohibited drugs" specified in Part 40?*

Assets Covered Avista DA

Result Notes Located on P.9 - DOT Procedures (or Part 40), P.25 - Table 1 - Required DOT Drug Tests & Cutoffs

11. Question Result, ID, References Sat, DA.DRUG.PREEMPLOYMENT.P, 199.105(a) (199.105(c)(5))

Question Text *Does the process require that no individual is allowed to perform a covered function unless that individual passes a drug test or is covered by an anti-drug program that conforms to Part 199?*

Assets Covered Avista DA

Result Notes Located on P.19 - Random Drug Testing

12. Question Result, ID, References Sat, DA.DRUG.POSTACCIDENT.P, 199.105(b) (199.117(a)(5), 40.355(g), 40.355(h))

Question Text *Does the process ensure that post-accident drug testing is conducted as required?*

Assets Covered Avista DA

Result Notes Located on P.19 - Post-Accident Testing, P.56 XII. Appendix F -

13. Question Result, ID, References Sat, DA.DRUG.RANDOM.P, 199.105(c)(5) (199.105(c)(6), 199.105(c)(7), 199.105(c)(8), 199.105(c)(9))

Question Text *Does the process ensure that random drug testing is conducted as required?*

Assets Covered Avista DA

Result Notes Located on P.19-20 - Random Drug Testing, Reasonable Suspicion/Cause Testing

- Avista i3 Program/Algorithm personnel selector

14. Question Result, ID, References Sat, DA.DRUG.REASONABLECAUSE.P, 199.105(d) (199.117(a)(3), 40.355(g), 40.355(h))

Question Text *Does the process ensure that reasonable cause drug testing is conducted as required?*

Assets Covered Avista DA

Result Notes located on:

P.20 - Random Drug Testing, Reasonable Suspicion/Cause Testing

P.56 - XII. Appendix F

P.57 - XIII. Appendix G

15. Question Result, ID, References Sat, DA.DRUG.RETURNTO DUTY.P, 199.105(e) (Part 40 Subpart O, 40.67(b), 40.285(a), 40.289(b), 40.305(a))

Question Text *Does the process ensure that return-to-duty drug testing is conducted as required?*

Assets Covered Avista DA

Result Notes Located on P.20-21 - Random Drug Testing, Reasonable Suspicion/Cause Testing, Drug Tests That Require Observation Procedures, Specimen Collection Procedures

16. Question Result, ID, References Sat, DA.DRUG.FOLLOWUPTEST.P, 199.105(f) (40.67(b), 40.307, 40.309)

Question Text *Does the process ensure that follow-up drug testing is conducted as required?*

Assets Covered Avista DA

Result Notes Located on P.21 - Random Drug Testing, Reasonable Suspicion/Cause Testing

17. Question Result, ID, References Sat, DA.DRUG.MRODUTIES.P, 199.109(c) (199.109(a), 40.123(a), 40.123(b), 40.123(c), 40.123(e), 40.123(f), 40.123(g), Part 40 Subpart G)

Question Text *Does the process ensure the MRO performs functions as required by DOT Procedures?*

Assets Covered Avista DA

Result Notes Located on P.26-28 - Laboratory Retention Periods and Reports, Laboratory Quality Control, MRO Review of Drug Test Results, Split Specimen Testing, Medical or Recreational Marijuana

18. Question Result, ID, References Sat, DA.DRUG.MROTESTREPORTS.P, 199.109(d) (Part 40 Subpart G, 40.345(a), 40.345(b), 40.345(c), 40.355(b), 40.355(c))

Question Text *Does the process ensure the MRO reports all drug test results to the DER as required?*

Assets Covered **Avista DA**

Result Notes **Located on P.27 - MRO Review of Drug Test Results**

19. Question Result, ID, **Sat, DA.DRUG.STANDOWNREMOVAL.P, 199.103(a) (199.7(a), 40.21(a), 40.21(b), 40.23(a), 40.23(b), 40.23(d), 40.287)**

Question Text *Does the process ensure an employee is immediately removed from performing covered functions after failing or refusing a drug test?*

Assets Covered **Avista DA**

Result Notes **Located on P.6 - 6. Stand-down Waiver, P.17-18 - Violation Consequences and Company Actions**

20. Question Result, ID, **Sat, DA.DRUG.EAP.P, 199.113(a) (199.113(b), 199.113(c))**

Question Text *Does the process ensure that an EAP is established and available to employees and supervisory personnel?*

Assets Covered **Avista DA**

Result Notes **Located on P.35 - 2. Employee Assistance Program, P.57-58 - XII. Appendix F, XIII. Appendix G**

DA.ALCOHOL: Alcohol Misuse Prevention Program

21. Question Result, ID, **Sat, DA.ALCOHOL.PLAN.P, 199.202**

Question Text *Is a written Alcohol Misuse Plan in-place and maintained that conforms to the requirements of Part 199 and Part 40?*

Assets Covered **Avista DA**

Result Notes **Located on P.4 - Introduction**

22. Question Result, ID, **Sat, DA.ALCOHOL.SERVICEAGENTQUAL.R, 199.5 (40.213)**

Question Text *Do records indicate that Alcohol Misuse Prevention Program positions and/or service agents meet the applicable qualification requirements of Part 40 and Part 199?*

Assets Covered **Avista DA**

Result Notes **Reviewed following MRO, UDS, SAP certifications:**

- Janelle A. Jaworski, M.D.
- David R. Nahin, M.D.
- Ashley Roper, Certified Collector
- Devin Shuck, Collection Technician
- Leslie Peterson, Collection Technician
- DeOndre Bryant, Addictions Counselor

23. Question Result, ID, **Sat, DA.ALCOHOL.PROHIBITEDCONDUCT.P, 199.233 (199.215, 199.217, 199.219, 199.221, 199.223, 40.23(c), 40.285(a), 40.285(b))**

Question Text *Does the process ensure that a covered employee is not permitted to perform covered functions if the employee has engaged in prohibited conduct or an alcohol misuse rule of another DOT agency?*

Assets Covered **Avista DA**

Result Notes **Located on P.17-18 - DOT Drug Violations, DOT Violations and Prohibited Conduct, Violation Consequences and Company Actions**

24. Question Result, ID, **Sat, DA.ALCOHOL.SCREENINGTESTDEVICES.P, 40.229 (40.235(e))**

Question Text *Does the process for alcohol screening tests restrict the use of alcohol screening devices (ASDs) to the devices and associated requirements referenced by Part 40?*

Assets Covered **Avista DA**

Result Notes **Located on P.30-32 - 2. Alcohol Test, 3. PHMSA Inspection Protocol for Alcohol Testing Sites**

25. Question Result, ID, **Sat, DA.ALCOHOL.CONFIRMATIONTESTDEVICES.P, 40.231(a) (40.233(c))**

Question Text *Does the process for alcohol confirmation tests restrict the use of Evidential Breath Testing Devices (EBTs) to the devices and associated requirements referenced by Part 40?*

Assets Covered Avista DA

Result Notes Located on P.30-31 - 2. Alcohol Test, 3. PHMSA Inspection Protocol for Alcohol Testing Sites

26. Question Result, ID, NA, DA.ALCOHOL.PREEMPLOY.P, 199.209(b) (199.209(b)(1), 199.209(b)(2), 199.209(b)(3))
References

Question Text *If pre-employment alcohol testing is conducted, does the process ensure that such testing is performed within the limits of Part 199?*

Assets Covered Avista DA

Result Notes No such activity/condition was observed during the inspection.

Avista doesn't conduct PHMSA/DOT pre-employment alcohol testing.

27. Question Result, ID, Sat, DA.ALCOHOL.POSTACCIDENT.P, 199.225(a) (199.225(a)(1), 199.225(a)(2), 199.225(a)(3),
References 199.227(b)(4))

Question Text *Does the process ensure that post-accident alcohol testing is conducted as required?*

Assets Covered Avista DA

Result Notes Located on P.28-29 - VI. Alcohol Mis-Use Prevention Program

28. Question Result, ID, Sat, DA.ALCOHOL.REASONSUSPECT.P, 199.225(b) (199.225(b)(1), 199.225(b)(2), 199.225(b)(3),
References 199.225(b)(4), 40.355(g), 40.355(h))

Question Text *Does the process ensure that reasonable suspicion alcohol testing is conducted as required?*

Assets Covered Avista DA

Result Notes Located on P.28 - VI. Alcohol Mis-Use Prevention Program, P.57 - XIII. Appendix G

29. Question Result, ID, Sat, DA.ALCOHOL.RETURNDUTY.P, 199.225(c) (199.233, 199.243(c), 40.67(b), 40.285(a), 40.305(a))
References

Question Text *Does the process ensure that return-to-duty alcohol testing is conducted as required?*

Assets Covered Avista DA

Result Notes Located on P.29-30 - 2. Alcohol Test

30. Question Result, ID, Sat, DA.ALCOHOL.FOLLOWUPTTEST.P, 199.225(d) (199.243(c)(2)(ii), 40.307(a), 40.307(b), 40.309(a))
References

Question Text *Does the process ensure that follow-up alcohol testing is conducted as required?*

Assets Covered Avista DA

Result Notes Located on P.30 - 2. Alcohol Test

31. Question Result, ID, Sat, DA.ALCOHOL.SCREENINGTEST.P, 40.247(a)
References

Question Text *Does the process ensure that alcohol screening test results are reported as required to the DER?*

Assets Covered Avista DA

Result Notes Located on P.31-32 - 3. PHMSA Inspection Protocol for Alcohol Testing Sites

32. Question Result, ID, Sat, DA.ALCOHOL.CONFIRMATIONTEST.P, 40.255(a) (40.355(d))
References

Question Text *Does the process ensure that alcohol confirmation test results are reported as required to the DER?*

Assets Covered Avista DA

Result Notes Located on P.32 - Alcohol Confirmation Results

33. Question Result, ID, Sat, DA.ALCOHOL.OTHERCONDUCT.P, 199.237(a) (199.237(b), 40.23(c))
References

Question Text *Does the process ensure that a covered employee is prohibited from performing or continuing to perform covered functions when found to have an alcohol concentration of 0.02 or greater but less than 0.04?*

Assets Covered Avista DA

Result Notes Located on P.18 - 6. DOT Alcohol Violations and Prohibited Conduct, 7. Violation Consequences and Company Actions

34. Question Result, ID, Sat, DA.ALCOHOL.EMPLOYEERESOURCES.P, 199.243(a) (40.285(b))
References

Question Text *Does the process ensure that each covered employee who has engaged in prohibited conduct is advised of the resources available to the covered employee in evaluating and resolving problems associated with the misuse of alcohol?*

Assets Covered Avista DA

Result Notes Located on:

P.17-18 - 6. DOT Alcohol Violations and Prohibited Conduct, 7. Violation Consequences and Company Actions

P.34 - VII. Program Elements Common to Drug and Alcohol

P.39 - IX. Appendix B - Designated Personnel and Service Agents

35. Question Result, ID, References Sat, DA.ALCOHOL.EDUCATION.R, 199.239(a) (199.239(a)(1), 199.239(a)(2))
Question Text *Do records indicate educational materials were provided that explain alcohol misuse requirements and the policies and procedures with respect to meeting those requirements?*
Assets Covered Avista DA
Result Notes Reviewed acknowledgement letters and union rep emails to verify.
36. Question Result, ID, References Sat, DA.ALCOHOL.EDUCATIONCONTENT.R, 199.239(b)
Question Text *Do records indicate the alcohol misuse educational materials provided by the operator included the required content?*
Assets Covered Avista DA
Result Notes Reviewed EAP/Educational Pamphlet.
37. Question Result, ID, References Sat, DA.ALCOHOL.SUPERVISORTRAINALCOHOL.P, 199.241
Question Text *Does the process include the required 60-minute supervisory personnel training related to recognizing reasonable suspicion for alcohol testing?*
Assets Covered Avista DA
Result Notes Located on P.35 - 2. Employee Assistance Program, P.57-58 - XII. Appendix F, XIII. Appendix G

DA.PROGRAMRECORDS: Drug and Alcohol Program Records

38. Question Result, ID, References Sat, DA.PROGRAMRECORDS.RECORDKEEPING.R, 199.117(b) (199.227(a), 199.231(b), 40.333(c), 40.333(d), 40.333(e))
Question Text *Are drug and alcohol program records maintained and kept in a secure and proper location?*
Assets Covered Avista DA
Result Notes Personnel records are stored on UKG Ultipro & Lifeworks TPA password protected files.
39. Question Result, ID, References Sat, DA.PROGRAMRECORDS.DRUG.R, 199.117(a) (199.117(a)(1), 199.117(a)(2), 199.117(a)(3), 199.117(a)(4), 199.117(a)(5), 40.97(b), 40.111(a), 40.333(a)(1), 40.333(a)(2), 40.333(a)(4))
Question Text *Are drug test records retained for five years, three years, and one year as required and readily available?*
Assets Covered Avista DA
Result Notes Reviewed assorted personnel records - no issues were found.
40. Question Result, ID, References Sat, DA.PROGRAMRECORDS.ALCOHOL.R, 199.227(b) (199.227(b)(1), 199.227(b)(2), 199.227(b)(3), 199.227(b)(4), 40.333(a)(1), 40.333(a)(2), 40.333(a)(3), 40.333(a)(4))
Question Text *Are alcohol test records retained for five years, three years, two years, and one year as required and readily available?*
Assets Covered Avista DA
Result Notes Reviewed assorted personnel records - no issues were found.

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